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General Directions.

All books except Biography are numbered from 1--999. Decimals are used but no higher whole numbers. 100's Philosophy; 200's Religion; 300's Sociology; 400's Philology; 500's Natural Sciences; 600's Useful Arts; 700's Fine Arts; 800's Literature; 900's History.

Beginning on the top shelf of case 1, the numbers are arranged consecutively through case 1, then through cases 2, 3, and 4. But the largest books are on the lowest shelf of cases 1, 2, and 4 or in case 6. Notice also that the top shelf of cases 3 and 4 is filled with old books of Literature and travel.

Books of the same class number are arranged alphabetically by the authors.

The Century and Standard dictionaries are in case 6.

Atlases and Gazetteers are also in case 6.

Books of biography are in case 5. Individual biography is marked B, and the books are arranged alphabetically by the surnames of the persons whose lives are there recorded.

Collected biography is marked C.

Get clearly in mind the kinds of facts found in the reference books that you use a good deal. Use the alphabetical index in the back or front of a book. In a set of books the index is in the last volume.

Some books are are without an alphabetical index but have a very helpful table of contents in the front of the book.

For unusual, out of the way facts not found in the encyclopedias consult the Century or Standard dictionaries; the Century Cyclopedia of names; Brewer's Dictionary of phrase and fable (803-B75d); Brewer's Reader's handbook (803-B75r) or Edwards' Words, facts and phrases (803-Ed9)

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Directions for using the Dewey Decimal Classification for finding the books in the library treating of a given topic.

1 st. Find the class number of your topic in the Relativ subject index in the back part of the Decimal Classification, pages 407 to 579 or in the Index supplement pages 587 - 593.

2 nd. Look on the shelves or in the card catalogue (both arranged by number) to find the books in the library on this topic.

3 rd. In case there are none or you wish to find more on the subject, turn to the Complete Tables which precede the Relativ subject index and find there also the class number of this topic (which you had already found in the index.)

The numbers immediately preceding that of the topic will represent closely related subjects. You will usually find the general works that are likely to contain something on your subject by tracing back to a number with the same repetition of figures but with the omission of the last decimal figure then to the same whole number and then to the whole number with the unit figure changed to a zero.

For example:-The topic is butterflies. The index gives the class number 595.78.

Trace back in the Complete tables to 595.7 Insects;

to 595 Articulates;

to 590 Zoology;

Books on Insects, Articulates and Zoology are likely to treat of Butterflies.

Notice carefully the other headings which you trace over, for some numbers may treat of your subject. In this case 592 Invertebrates and 591 Physiological Zoology will help you.

Trace no further than to the whole number ending in zero and if there are no books of these numbers (you must go to the catalogue to be certain) consult encyclopedias or other general works to find anything on your topic.

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Directions for finding biographies of noted persons.

Note. If uncertain as to full name, time, nationality, and occupation consult the Pronouncing biographical dictionary in Webster's International or Unabridged dictionary; the Pronouncing dictionary of biography in Worcester's; the Proper names in Vol. 2 of the Standard; or the Biographical index (903 - H32) Haydn's dictionary of dates. (All lists are in the back part of the books).

For a full biography see the books marked B in the upper part of case 5. The books are arranged alphabetically by the surnames of the persons whose lives are there recorded. Also consult the B's in the card catalogue arranged in the same way.

For a short biography consult the books marked C in the lower part of case5 and the different encyclopedias. The best one volume books for persons of all ages and nationalities are the Century Encyclopedia of names(1894) and Lippincott's Biographical Dictionary-(2 copies).

For Americans see

1. Appleton's Encyclopedia of American biography. 6 vol
2. Forney's Anecdotes of Public men 2 vol(C -F73).
3. Lossing's Eminent Americans.(C - L89).

For Greeks or Romans see

1. The Classical dictionaries. (4 copies).
2. Plutarch's lives of Illustrious men.(3 copies).

For English and American authors see

1. Barrows' Acts and Anecdotes of authors.(C - B27).
2. Allibone's dictionary of Authors. (full account of their writings) 3 vol. (C - qA45).
3. Little Classics. Authors. (C - J63).
4. Field's Yesterdays with Authors. (C - F46).
5. General works in English literature 820's.

Note. Biographies are often found in the works of authors that are in the library.

Names of fiction.

For noted names of fiction consult the lists of the noted names of fiction in the back part of Websters International or Unabridged dictionary; the list of proper names in vol. 2 of the Standard; the Century Cyclopedia of names; or Wheeler's Dictionary of noted names of fiction (803-W56) (2 copies)

Places.

For facts about places consult the Century Cyclopedia of names; the atlases and gazetteers; Zell's and the new Johnson's Cyclopedias.

Poems. Poems.

To find poems on a given subject consult 1. the Topical indexes on pages 650-656 of Hoyt's Cyclopaedia of practical quotations (808.8-H85) 2. The index of subjects on pages 734-735 of Allibone's Practical quotations. (808.8-A15) Often the poem from which the extract is taken may be found in the library. 3. The General Index on pages 615-648 of Vol. 11 of the library of American literature. (810.8-St3) 4. The index of the first lines and the index of Titles on pages 921-950 of Bryant's Family Library of poetry and song. (821.08-B84.) 5. The Index of titles and the index of first lines on pages 1019-1050 in vol. 3 of Bryant's collection of poetry (821.08-qB84n) 6. The index on pages 1001-1054 of vol. 2 of Duyckinck's Cyclopaedia of American literature. (810.8-qD95.) (2 copies) 7. The index on pages 705-717 of vol. 2 of Chambers Cyclopedia of English literature (820.8-C35)

8. The contents in the front part of Griswold's Poets and poetry of America (810.08--G 88). (2 copies)

The index or table of contents of the works of individual poets or of the various collections will help you.

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For American authors see

1.Duyckinck's Cyclopaedia of Amer. Literature 2 vol. (810.8--q D95) 2 copies.

2.Short biographies in the back part of vol. of the library of American Literature (810.8--St3)

3.Poets' homes, 2 vol. (C--G 42)

4.Griswold's Poets and poetry of America (811.08-G88) 2 copies.

For historical characters see

1.Larned's history for ready reference 5 vol.

2.Lessing's Cyclopaedia of U.S. history 2 vol.

3.The histories of their countries.

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The subject card catalogue.

The cards are arranged by number in the same order as the books on the shelves.

The figures in red indicate the call number of the book.

A small letter q before the lower part of the call number means quarto and the book will be found with large books in case 6or on the bottom shelves of cases in which the other books of the same class are found.